



Republic of the Philippines
 Department of Education
 REGION IX, ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

30 June 2025

DIVISION MEMORANDUM

No. 408 S. 2025

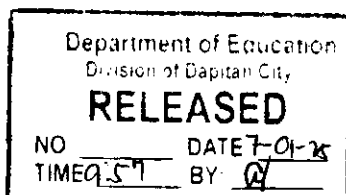
FINALIZATION OF PLANNING DOCUMENTS AND OPERATIONS MANUAL

TO: Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD& CID)
Administrative Officer V (Administrative Services)
Administrative Officer V (Budget)
Accountant III
SDO Personnel
 This Division

1. Pursuant to DepEd Order No. 009, s. 2021 titled, Institutionalization of a Quality Management System in the Department of Education, the DepEd-Schools Division of Dapitan will conduct the **Finalization of Planning Documents and Operations Manual on July 3-4, 2025** at the **SDO Conference Hall, Dapitan City** with the following schedule, to wit:

Functional Division	Schedule
OSDS (Admin. Services, Budget & Finance)	July 3, 2025 (8:15 AM)
CID	July 3, 2025 (1:00 PM)
SGOD	July 4, 2025 (8:15 AM)

2. The activity aims to:
 - a. Finalize the planning documents that support the successful implementation of One DepEd One QMS; and
 - b. guide participants in developing a comprehensive operations manual that documents procedures, roles, responsibilities, and workflows under One DepEd One QMS
3. The participants of the training are the members of the QMS Teams and Process Owners (*see attached list*)
4. Immediate dissemination of this Memorandum to all concerned is desired.



JAY S. MONTEALTO, CESO VI
 Assistant Schools Division Superintendent
 OIC-Schools Division Superintendent





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FINALIZATION OF PLANNING DOCUMENTS AND OPERATIONS MANUAL
July 3-4, 2025, SDO Conference Hall, Dapitan City

LIST OF PARTICIPANTS

Name		QMS Designation
Office of the Schools Division Superintendent		
1	Jay S. Montealto, CESO VI	SDS, Top Management
2	Aurelio A. Santisas, CESE	ASDS, Quality Management Representative
3	Geordito T. Olario	AO V, Lead, Quality Workplace Team
4	Rosa Belinda P. Gemperoso	AO IV, Member, QMS Secretariat
5	Olga P. Miranda, CPA	Accountant III, Member, Quality Workplace Team
6	Nancy F. Tangcalagan	AO IV, Internal Auditor/Member, Risk Mgt. Team
7	Cynthia O. Dalman	AO IV, Internal Auditor/Member, Knowledge Mgt. Team
8	Amythyst Faith O. Diao	AO IV, Internal Auditor/Member, Knowledge Mgt. Team
9	Jidelle G. Garcia	AO IV, Member, Quality Workplace Team
10	Lourence N. Reyes	ITO I, Member, Knowledge Mgt. Team
11	Sheendy P. Gallemit	ADAS III, Documenter
12	April May A. Calacat	ADAS I, Documenter
13	Ernalyn R. Ruiz	ADAS III, Documenter
14	Marielle C. Jumudad	ADAS III, Documenter
15	Alro D. Cabalida	ADA VI, Document Controller
16	Jesusza Marie B. Acopiado	ADAS II, Document Controller
17	Eirene A. Oracion	ADAS III, Document Controller
18	Meche P. Caermare	ADAS III, Document Controller
Curriculum Implementation Division		
19	Dr. Vicente Jose V. Suarez II	CES (CID), Lead, Knowledge Management Team
20	Dr. Bobbie E. Gurabot	EPS-Science, Lead, QMS Secretariat
21	Helen T. Calaguian	EPS-AP, Member, QMS Secretariat
22	Lindo O. Adasa, Jr.	Member, Training and Advocacy Team
23	Dr. Marlyn E. Esmade	EPS-Values Ed., Member, QMS Secretariat
24	Jerry M. Perong	EPS-TLE, Internal Auditor/Member, Quality Workplace Team
25	Dr. Jephone P. Yorong	EPS-MAPEH, Internal Auditor/Member, Training and Advocacy Team
26	Ma. Perga A. Cadiente	EPS-LRM, Internal Auditor/Member, Knowledge Management Team
27	Dr. Esmeralda A. Bagaipo	EPS-Math, Member, Risk Management Team
28	Marilou B. Monding	EPS-English, Member, Risk Management Team
29	Dr. Luna Luz B. Racho	EPS-Kindergarten, Member, Quality Workplace Team
30	Joy I. Cagbabanua	PSDS, Member, QMS Secretariat
31	Jose C. Overa	PICD, Member, Risk Management Team
32	Jimmy B. Gahuman	PSDS, Member, Quality Workplace Team
33	Rizza A. Daboda	PICD, Member, QMS Secretariat
34	Elsa Q. Aranas	PSDS, Member, Training and Advocacy Team





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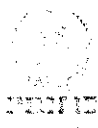
35	Edna C. Quimiguing	EPS II Member, Training and Advocacy Team
36	Cherry Maih E. Abellon	ADA VI, Document Controller
37	Ruby V. Paguntalan	PDO II, Documenter
38	Peter A. Alavanza	Librarian II
School Governance and Operations Division (SGOD)		
39	Sherlito E. Sagapsapan	CES (SGOD), Internal Auditor/Lead, Training and Advocacy Team
40	Noel P. Mangubat	EPS, Member, Training and Advocacy Team
41	Anthon John S. Soriano	PO III, Internal Auditor/ Lead, Risk Management Team
42	Dr. Nueva A. Andag, Ed.D.	SEPS, Internal Auditor
43	Johann Andrei A. Ladera	EPS II, Member, Knowledge Management Team
44	Dr. Michelle V. Torres	SEPS, Member, Training and Advocacy Team/Documenter
45	Vicente Ramon V. Suarez II	EPS II, Internal Auditor
46	Jonathan D. Reluya	PDO II, Member, Risk Management Team
47	Dr. Glenn E. Mohametano	Dentist II, Member, Quality Workplace Team
48	Gwilym C. Elumba	Nurse II, Member, Risk Management Team
49	Danilo M. Santiago	PDO I, Member, Quality Workplace Team
50	Engr. Anjie C. Rabe	Engineer (COS), Member, Quality Workplace Team



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**LIST OF NQMS PROCESSES IN THE SCHOOLS DIVISION OFFICE
 AND THEIR RESPECTIVE LEAD/FACILITATORS/HOLDERS**
*(Reference: DepEd Memo 014 s. 2022 - The DepEd Quality Management System Manual
 and Procedures and Work Instructions Manual - QMS -PAWIM Manual)*

PROCESS	SUB-PROCESS	RESPONSIBLE OFFICE		
		RO	SDO	School
MANAGEMENT PROCESSES (3)				
1. Plan Formulation	Strategic Planning	PPRD	DEXECOM, DPT	School Planning Team
	Medium Term Planning		DEXECOM, DPT Program Coordinators	
	Operational Planning			
2. Policy Development	Policy Implementation	FDs	DEXECOM, FDs	Office of the School Head
	Policy Review	PPRD		
3. Performance Monitoring and Evaluation	Management Meetings: REMANCOM EXECOM, Management Review	FTAD ORD-PAU PPRD / QAD	DEXECOM, FD Chiefs, QMS Core Team Leads	School Head, Dept. Head/ HTs, Coordinators, MTs Key Teachers
	Program/Project Implementation Review	QAD	DEXECOM, Program Coordinators	School Head, Program Coordinators
	Office and Staff Performance Monitoring and Appraisal	FDs, PMT	DEXECOM, PMT	School Head, Dept. Heads, MTs, PMT
	Educations Statistics Monitoring	PPRD	SGOD	School Heads, Guidance, ICT, and Subject Coordinators
	Monitoring of Citizen/Client Satisfaction Survey	PAU, RMT	OSDS/Admin Office, DIO, RMT	Office of the School Head, RMT
CORE PROCESSES (4)				
1. Learning Delivery Management	Instructional Supervision and Management		CID	Office of the School Head
2. Learning Resource Management and Development	Development of Contextualized Learning Resources		CID	
	Management of Quality Assurance of Learning Resource / Contextualized Learning Resources	CLMD	CID	Office of the School Head
3. Education Assessment and Research	Design and Development of Assessment Framework, Programs and Tools/Instruments		CID, SGOD-SMME	
	Assessment Operation		CID, SGOD-SMME	Office of the School Head





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	Data Analysis and Interpretation		CID	Office of the School Head
	Development of Education Research Framework, Design, Procedures, and Instruments		CID	Office of the School Head
	Conduct of Research		CID	Office of the School Head, Research Team
	Utilization of Research Data and Information		CID	Office of the School Head, Research Team
4. Learning/ Professional Development and Management for Teachers and School Leaders	Design and Development of Learning/ PD Standards and Programs/ Courses	HRDD/NEAP	SGOD	
	Management of Learning/ PD Programs			
	Quality Assurance of Learning/ PD Programs			
	M&E of Learning/ PD Programs			
SUPPORT PROCESSES (18)				
1. Asset Management	Acquisition of Tangible and Intangible Assets	Admin - Asset Management	Property and Supply Unit	Office of the School Head
	Asset Disposition			
	Asset Utilization and Inventory			
2. Data Information Management	Data Dissemination	PPRD	SGOD- PRS	Office of the School Head
	Data Management			
	Management of Information System			
3. Disaster Risk Reduction and Management	Contingency Planning, Formulation & Enhancement	ESSD (Special Programs and Services Section)	SGOD-SocMob and Networking	Office of the School Head
	DRRM Information System and Research			
	IEC and Advocacy for Resilience	ESSD (Special Programs and Services Section)		
	Learning Continuity and Resilience Interventions			
	Monitoring and Evaluation of Comprehensive School Safety (CSS)			
	Partnership for Strengthening Resilience			
Resilience Education				
4. External Partnership Management	Commemorative and Other Related Events Management	ESSD Special Programs and Services Section)	SGOD-SocMob and Networking	Office of the School Head
	Partnership Development and Management			



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5. Financial Management (Budget, Accounting, Cash and Employee Accounts Management)	Budget Accountability Reporting	Finance - Budget	Budget Unit	Office of the School Head for IUs
	Budget Preparation and Approval	Finance - Budget / PPRD	Budget Unit, PRS	Office of the School Head
	Budget Processing and Execution			
	Collections and Deposits	Admin - Cash	Cash Unit, Admin Unit	Office of the School Head for IUs
	Control of Accountable Forms Disbursement			Office of the School Head for IUs
	Financial Accountability and Recording	Finance - Accounting	Accounting Unit	Office of the School Head for IUs
	Maintenance and Closure of Bank Accounts	Admin - Cash	Cash Unit, Admin Unit	
	Monitoring and Recording of Financial Transactions	Finance - Accounting	Accounting Unit	Office of the School Head for IUs
	Pre-Audit and Disbursement			
	Preparation of ACIC/SLIAE	Admin- Cash	Cash Unit, Admin Unit	
	Provident Fund Management Systems Improvement and Administrative Service (EFRs), Budget Monitoring (BMS), and Other Cash - In Bank Register	Finance - Accounting	Accounting Unit	Office of the School Head for IUs
6. General Services Management	Clinic Management	ESSD - School Health	SGOD- School Health Section	Office of the School Head
	Facilities Management	Admin - General Services	Admin Unit	
	Housekeeping and Ground Maintenance			
	Security Services	Admin - General Services	Admin Unit	
7. Human Resource Management and Development	Transportation Service and Vehicle Maintenance	Admin - Personnel Finance Division	Personnel Unit, Finance Unit	Office of the School Head for IUs
	Compensation and Benefits	Personnel / HRDD	Personnel Unit	Office of the School Head
	Employee Relations		SGOD- HRD Section	
	Employee's Welfare	Admin - Personnel	Personnel Unit	
	Leave Management			
Personnel Inventory	Personnel / HRDD	SGOD- HRD Section, Personnel Unit		
Personnel Performance Management				



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	Personnel Records Management	Admin - Personnel	Personnel Unit	Office of the School Head
	Professional Development/ Learning and Development	HRDD	SGOD- HRD Section	
	Recruitment Selection, Placement, and Induction	Admin - Personnel with HRDD	Personnel Unit, SGOD- HRD Section	
	Rewards and Recognition	HRDD	SGOD- HRD Section	
8. ICT Management				Office of the School Head
	Management of ICT Solutions	ORD- ICT	ICT Unit	
	Management of Technology Infrastructure	ORD- ICT	ICT Unit	
	User-Support / Help Desk			
9. Infrastructure Management				Office of the School Head
	Evaluation/ Assessment of Construction, Repair, Rehabilitation, and Maintenance of Education Facilities	ESSD (Educ. Facilities Section)	SGOD- Education Facilities Section	
	Inspection/ Validation of Accomplishment of BEFF Projects			
	Management of Construction, Repair, Rehabilitation, and Maintenance of Education Facilities			
10. Learner Support Management (Health, Sports and Youth Formation)				Office of the School Head
	Program Management	ESSD	SGOD	
11. Legal Management	Assistance to the Office of the Solicitor General in Pending Cases Involving DepEd	ORD - Legal	SDS, Legal Unit	Office of the School Head
	Development and Implementation of DepEd Child Protection Programs	ORD - Legal ESSD	SGOD, Legal Unit	
	Evaluation, Investigation, Review, and/or Resolution of Complaints/Cases of DepEd Officials, Teaching and Non-Teaching Personnel	ORD- Legal	SDS, Legal Unit/Officer	
	Legal Review of Proposed DepEd Policies/ Issuances, Agreements, and Other Legal Documents	ORD- Legal	Legal Unit/Officer	



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	Sites Titling and Oversight of DepEd School Sites	ESSD and ORD-Legal	SDS, Legal Unit/Officer, SGOD	Office of the School Head
12. Organizational Development	Organization Management	FTAD	SGOD	Office of the School Head
		QAD		
13. Private Education Regulations and Development * Local Private Schools * Local International Schools * Private Madaris * Philippine School Oversees	Evaluation of Application for the Grant of Permits to Operate and Recognition		SGOD	
	Evaluation of Applications of Special Orders (SO) of Private Schools/ Technical Vocational Institutions (TVI) Non-DepEd Public Schools		SGOD	
	Endorsement of Notice of Voluntary (Temporary / Permanent) Closure			
	Validation and Evaluation of Application of Tuition and other Fees Increase, No Increase and Proposed New Fees of Private Schools.		SGOD	
14. Procurement Management	Bidding Processes	ORD - BAC Secretariat	OSDS	Office of the School Head
	Contract Implementation	- Admin - BAC Secretariat - End User	End-User	
	Contract Monitoring	- Admin - BAC Secretariat - End User	OSDS	Office of the School Head
	Procurement Planning	- Admin - BAC Secretariat - End User		



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15. Project Management	Coordination and Linkages	FTAD	SGOD	
	Project Implementation Management	FTAD	SGOD	
16. Public Affairs Management	Information Management and Dissemination	ORD - PAU	Designated DIO	Office of the School Head
	Media Relations		Designated DIO	
	Public Relations and Assistance	ORD-PAU Legal	Designated DIO, OSDS-Legal Unit	
	Publication of Issuances	Records Section	Records Unit	
17. Records Management	Access, Disclosure, and Issuance of Documents	Admin - Records	Records Unit	Office of the School Head
	Handling of Incoming Documents			
	Handling of Outgoing Documents			
	Records Disposition			
	Records Inventory			
18. Research Management	Call for Proposal and Proposal Evaluation	PPRD	SGOD- PRS	
	Implementation and Monitoring			Office of the School Head
	Dissemination of Research Results			
	Archiving			